

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0274***

**FLSA: Exempt**

**CLASSIFICATION TITLE: PERSONNEL ANALYST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform basic recruiting, job analysis, test development and other personnel related duties for the City of Chattanooga. Duties and responsibilities include, but are not limited to: conducting comprehensive job analysis for specified positions within the City; developing selection criteria and job descriptions based on job analysis; performing recruitment and placement functions; providing test administration; conducting employee workshops on assigned topics; and performing other duties as assigned.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Generates applicant eligibility register; selects specified number of qualified applicants; makes copies and files in master eligibility file; distributes to appropriate personnel as required.

Prepares employment certification documents and forwards to records officer for new hire processing; copies and distributes certification document to department head; files original document.

Obtains and edits job related information from subject matter experts for job analysis; conducts job analysis and audits on specified positions; prepares and writes job definitions and/or descriptions; reviews document(s) with incumbent and supervisor; determines position physical and environmental standards with supervisor; conducts research and prepares statistical reports when requested.

Prepares training and experience questionnaire(s); learns and teaches training programs to designated City departments and employees; modifies and updates training materials as required; copies and collates training workshop materials; transports to training workshop sites.

Reviews position requisitions to ensure compliance with minimum qualifications; compares, reviews, and rates applicant training and experience; determines type of selection device needed.

Extends offers of employment to selected candidates; schedules office visits for new hires; prepares confirmation letters and declaration forms for new hires.

Writes, develops, and reviews tests and examinations for applications and employees; reviews literature, manuals and other resources for testing development; administers physical ability and written examinations; calculates scores, points, mean/midpoint and standard deviation of administered tests; records results in permanent files and maintains for future reference and referral; retains confidentiality of all employee information.

Prepares survey instruments for data collection; analyzes and reviews collected data; utilizes information in job analysis; prepares written summaries and reports for supervisor(s), departmental staff, and other personnel as requested.

Writes and reviews interview questions for qualified candidates; schedules interviews with applicants; observes interviews as required.

Reviews post-offer physical results for compliance with Americans with Disabilities Act (ADA) regulations; reports any discrepancies as required.

Composes, types and/or prepares letters, correspondence, memoranda, reports, and other documents; reviews for accuracy and completeness; maintains copies for departmental use and future reference by authorized individuals.

Answers questions and provides information to applicants and departmental personnel regarding application status; counsels applicants when necessary.

Closes application files and requisition files upon completion; ensures documents are complete and included in file; maintains accurate files for future reference.

Attends meetings, training seminars and workshops to keep apprised of changes in legislation and keep current on trends within the industry; reads manuals, reports and other documents and summarizes into written and/or oral reports; participates in professional organizations.

Discusses personnel-related issues with outside consultants; answers questions and provides information as requested.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in personnel management, business administration, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving job analysis, recruitment, classification and compensation studies, test development and/or administration or related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.